

# INTEGRATED BARCODE SYSTEM **IBS**

7200 Series

## **GENERAL INVENTORY**



## **OVERVIEW**

### **GENERAL**

- The IBS program provides you with the capability to collect data using bar-code laser scanning equipment.
- Some of the advantages of using the IBS program are as follows;
  - Improvement in supply effectiveness
  - Improvement in repairable management
  - Reduction in the number of redistributable assets on board
  - Reduction in the number of redistributable assets on order
  - Reduction in the number of deficiencies to requisitioning objective
  - Support of the TYCOM LSG and ISSOT Program
- The main advantage of the IBS program is that it reduces workload requirements for all of the following:
  - Financial supervisors and personnel in the Stock Control Division
  - AV-207 inventory and financial managers and the Comptroller
  - Inventory and financial managers

## **OVERVIEW**

### **INVENTORY MANAGEMENT**

- As an inventory management tool, the IBS Program uses bar-code technology to facilitate the following actions:
  - Conducting inventory and location audit process
  - Processing receipts
  - Executing quality assurance audit
- Through continual use, the IBS Program provides following benefits:
  - Minimizes the number of work-hours spent on processing functions
  - Eliminates inefficient manual count methods
  - Serves as a valuable tool for on board inventory and stock location validity improvement
  - Provides managers with reports that allow them to easily identify problem areas and initiate corrective records
  - Serves as tool to reconcile discrepancies on various output products
  - Reduces the workload in the Stock Control Division
  - Provides documented justification for gross-inventory-adjustment values

# SYMBOL SCANNER

## SCANNER MAIN MENU

- 1) INVENTORY
- 2) LOCATION AUDIT
- 3) RECEIVING
- 4) RELOCATION
- 5) LABELS
- 6) TERMINAL ADMIN
- 7) EXIT

BKSP = Previous Record  
Enter = Next Record

### 1) **INVENTORY:**

Note: For R-Supply activity, need to initiate Spot or Scheduled Inventory in R-Supply server.

### **Spot/Scheduled Inventory Reports**

- (1) Scanner Download Report
- (2) Locations Not Inventoried Report
- (3) NIINs Not Inventoried Report
- (4) Location Delete Candidates Report
- (5) Location Addition Candidates Report
- (6) Addition/Deletion Candidates Report
- (7) NIINs Not on Target Host Report
- (8) Discrepancies Report
- (9) Count Equal to Host On Hand Report
- (10) Third Count Candidates Report
- (11) Gain By Inventory Report
- (12) Loss By Inventory Report
- (13) Survey Report
- (14) Summary Report
- (15) QA Scanner Download Report
- (16) QA Count Differences Report
- (17) QA Scanner Process Summary Report

## **IBS/R-SUPPLY GENERAL INVENTORY**

The purpose of the IBS inventory process is to gather information for use in comparing inventory count data to data on the HOST file. This process offers the advantage of allowing you to establish parameters for more specific selection criteria. Scheduling an inventory either general or spot is accomplished through the use of the R-Supply module.

The following steps for General Inventory are as follows:

Step 1: Scheduling an Inventory General

- a. Go to R-Supply
- b. Select Inventory >Management > Inventory Action> Inventory Processing (FIGURE A1)
- c. Select the type, Spot or Schedule Inventory. (FIGURE A2)
- d. Select “Parameters”; Sort By: NIIN or Location
- e. Select Non-QCOSAL and **IBS** as the option and Count Method is Count Only. (This is defaulted automatically by R-Supply on Spot Selection.)
- f. Specify your selection is either by Locations, Location Range, NIINs, NIIN Range or Material Category. (FIGURE A3)
- g. When selections are done, click on APPLY and a Batch Job Request NBR will be assigned by the system similar to (JSI243-1197-010 example only). (FIGURE A4) Write down or print the Batch Job Request No. For the next Step.

Note: If JSI243...is not created, you forgot to check **IBS** as an option.

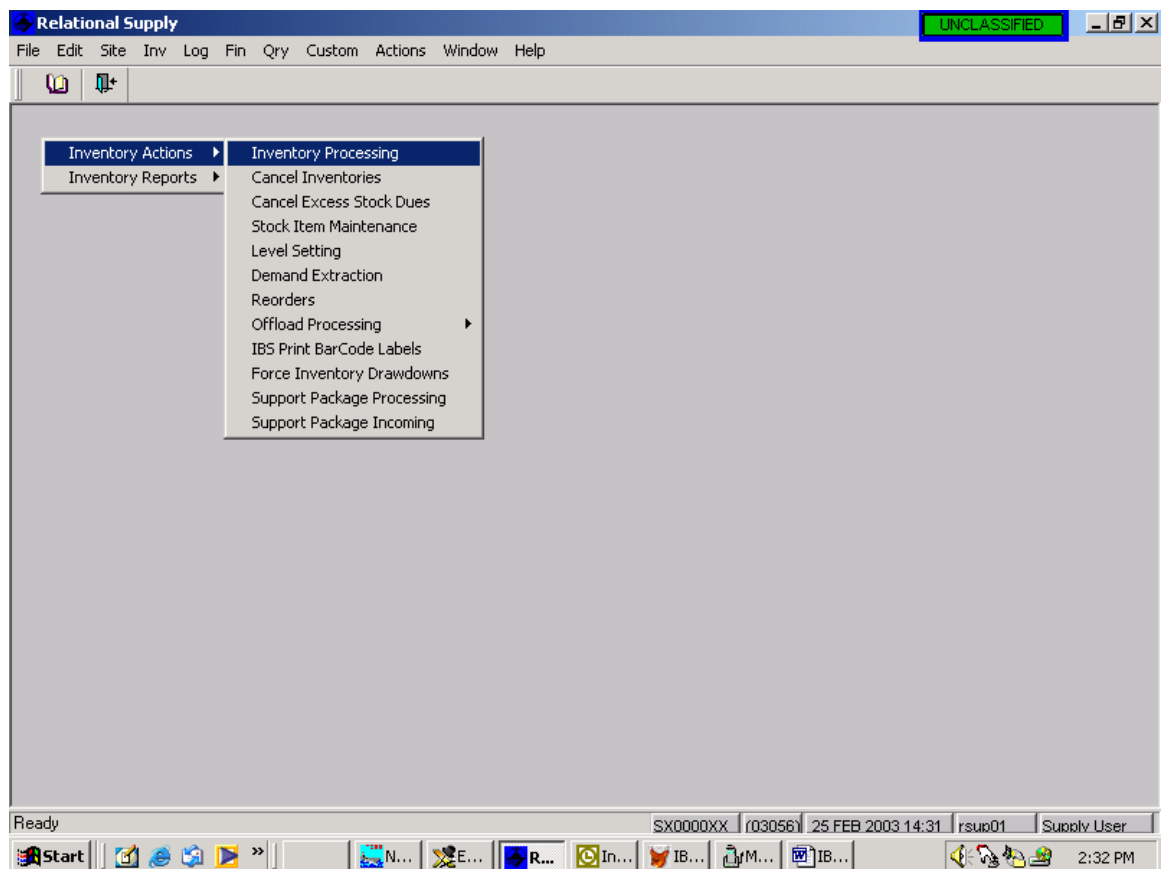


Figure A1

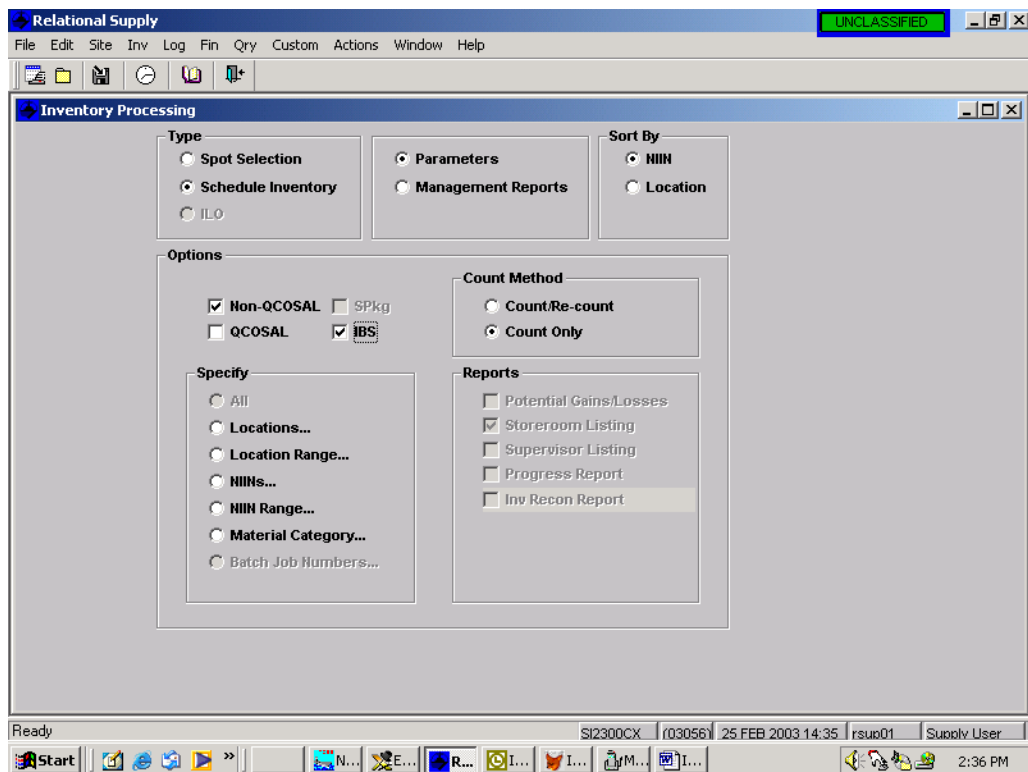


Figure A2

**Selection by Location Range**

Location Range

From:  To:

OK

Cancel

Help

Figure A3

**Batch Request Confirmation**

Batch Request Submitted

Your Job Number is:

OK Print Cancel Help

Figure A4

Step 2: Approve a Batch Job Request (Execute only if Automatic Approval is NOT set)

- Go to R-Supply.
- Select Site> Management> Site Internal> Batch Job Scheduling> Approval.  
(FIGURE B1)
- Type “R” to release the Batch Job Request No. selected.
- Click on APPLY (select a printer; not shown if the control parameter update print option is out to “default”) and OK button then close window. (FIGURE B2)

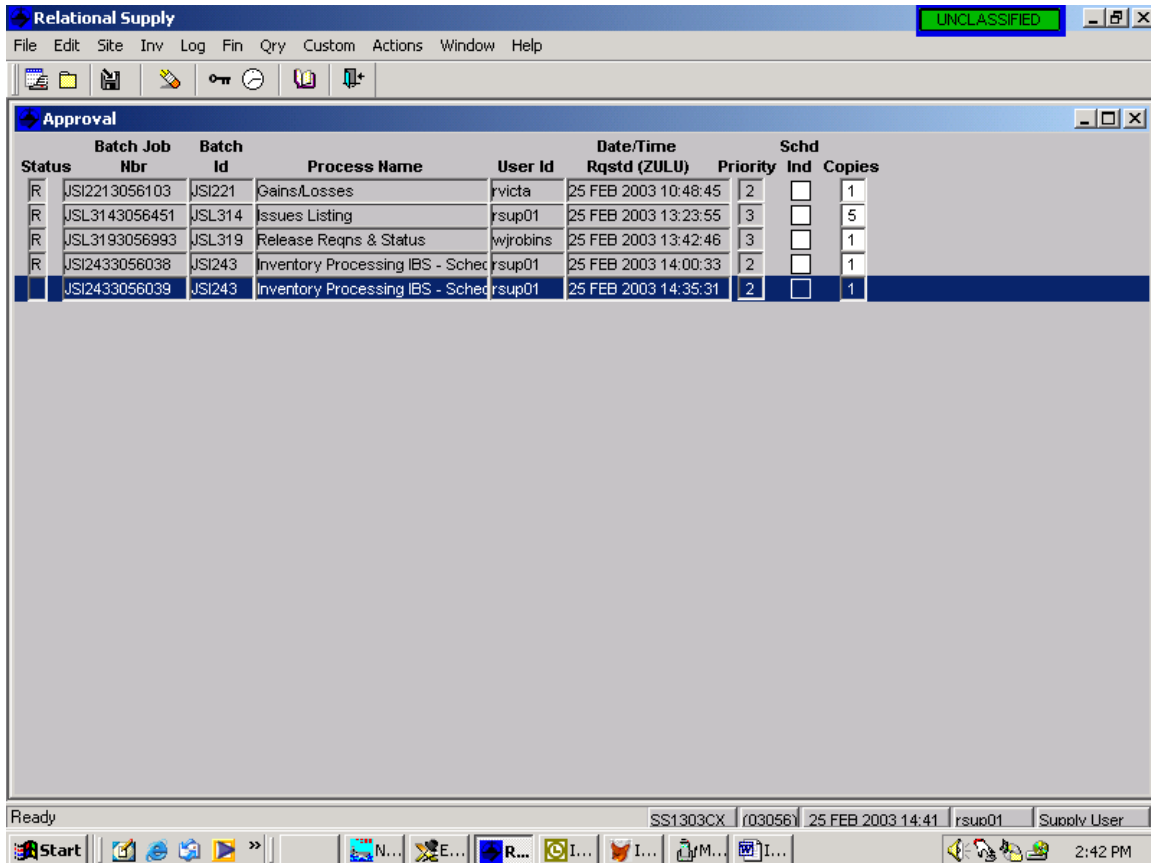


Figure B1

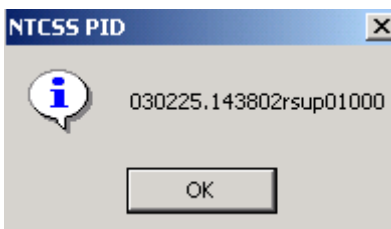


Figure B2

Step 3: Process File Transfer from R-Supply to IBS-NTCSS

- Go to R-Supply.

- b. Select File> Utilities> File Transfer> Batch File Transfer.
- c. Select RECEIVE FROM SERVER and File. (FIGURE C1)
- d. Check on “file” and enter the Batch Job Request NBR released from Step 2.
- e. Select “Transfer to Hard Drive”
- f. Drive: defaults to: ...data\xfer\ibs\
- g. Click on APPLY a message similar to (File Transfer, Completed Successfully, c:\program\ntcss\sup1cl\data\xfer\ibs\JSI2431197010inv created) will appear, click OK to continue. (FIGURE C2)
- h. Close screen “Batch File Transfer”

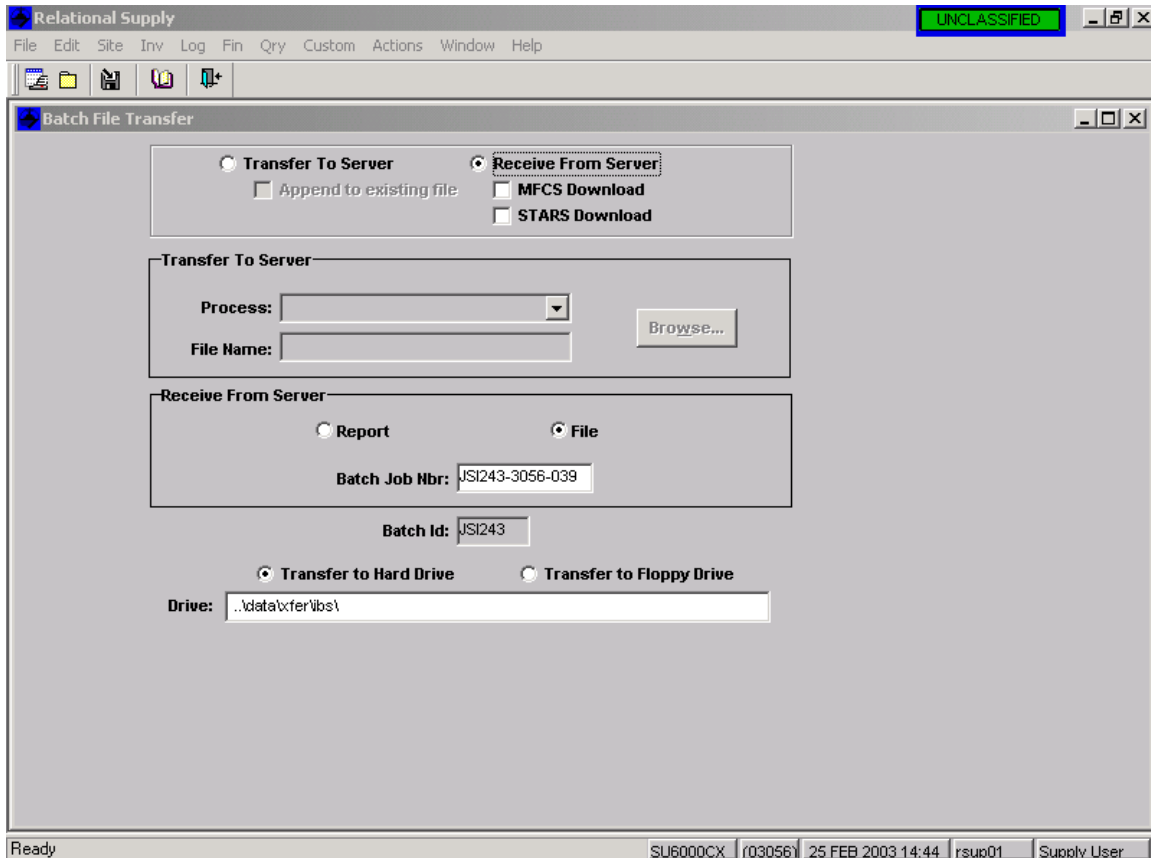


Figure C1

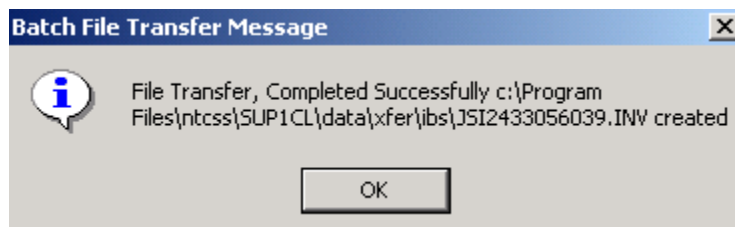


Figure C2

Step 4: Import General Inventory Data from SERVER to IBS-NTCSS PC

- a. Go to IBS Main Menu. (FIGURE D1)

- b. Select Inventories> Host> Import Inventory Data. (FIGURE D2)
- c. Inventory Import File screen will appear. (FIGURE D3)
- d. Highlight the file to be imported from the R-Supply Job processed in Step 3.
- e. Click on the OK button.
- f. Type the schedule name (This is a user-defined name from **6** to **10** characters long).
- g. Enter a Report title (This is a user-defined name with a maximum of **40** characters long). (FIGURE D4)
- h. Select “**Scheduled**” as the type of inventory.
- i. Click on the OK button. Inventory process screen will appear (Transfer Inventory Data to Scanner) with YES or NO prompt. (FIGURE D5)
- j. Select YES

IMPORTANT NOTE: Before answering the YES prompt, prepare the SYMBOL Scanner for General inventory, CLEAR the data stored in the scanner by applying the following steps:

**On Symbol Scanner 7200:**

1. To clear the data, Select Terminal Admin, Select Clear Data.
  2. Select Inventory. The system will ask, “Are you sure you to clear this data file.”
  3. Answer “Y” and press continue. Exit to Main menu.
- k. Type Upload to scanner number \_\_ (Note: this is the scanner number you are transferring the data). (FIGURE D6)
  - l. Enter the number of records to upload to the scanner (NOTE: No more than 300 records to transfer)
  - m. Click on the OK button and the PC Scanner Data Transfer screen will appear.
  - n. Select Scanner Symbol 7200
  - o. And on the IBS Scanner 7200. Select Inventory>Receive from PC, press continue.
  - p. A message “The data file has been sent to the Scanner” is displayed



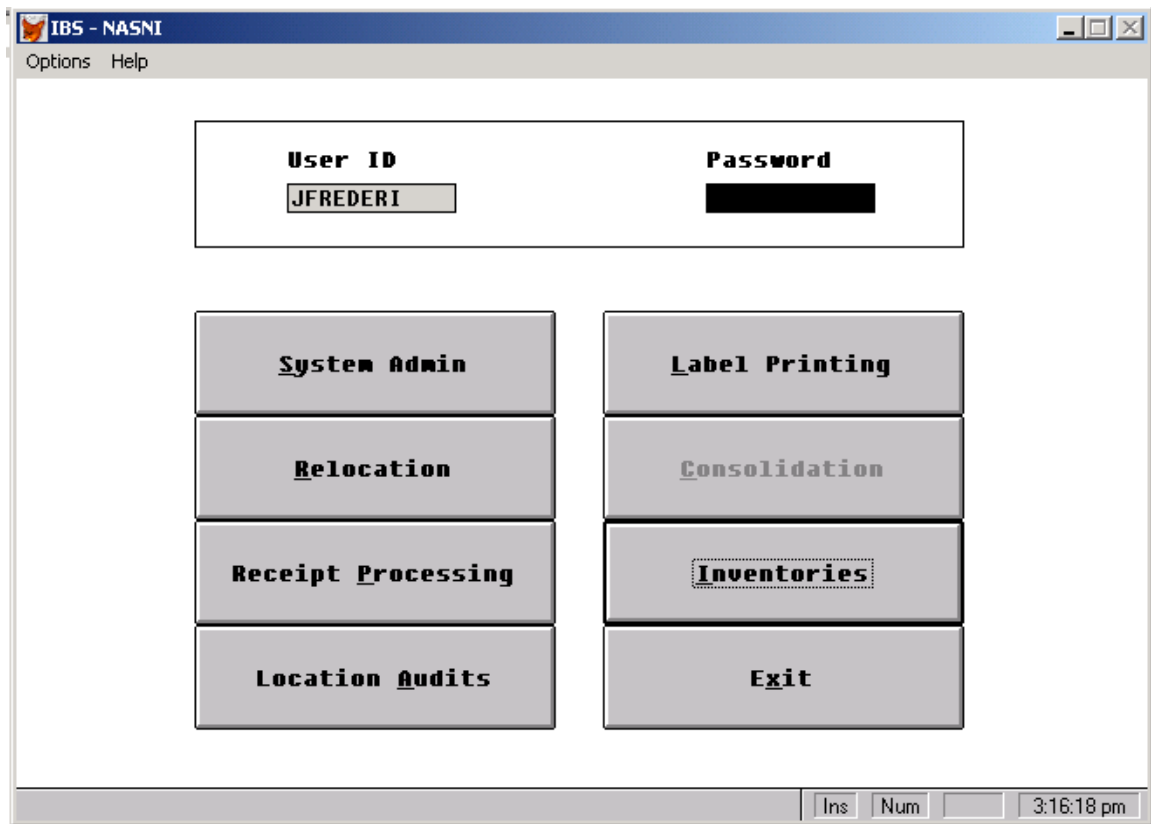


Figure D1

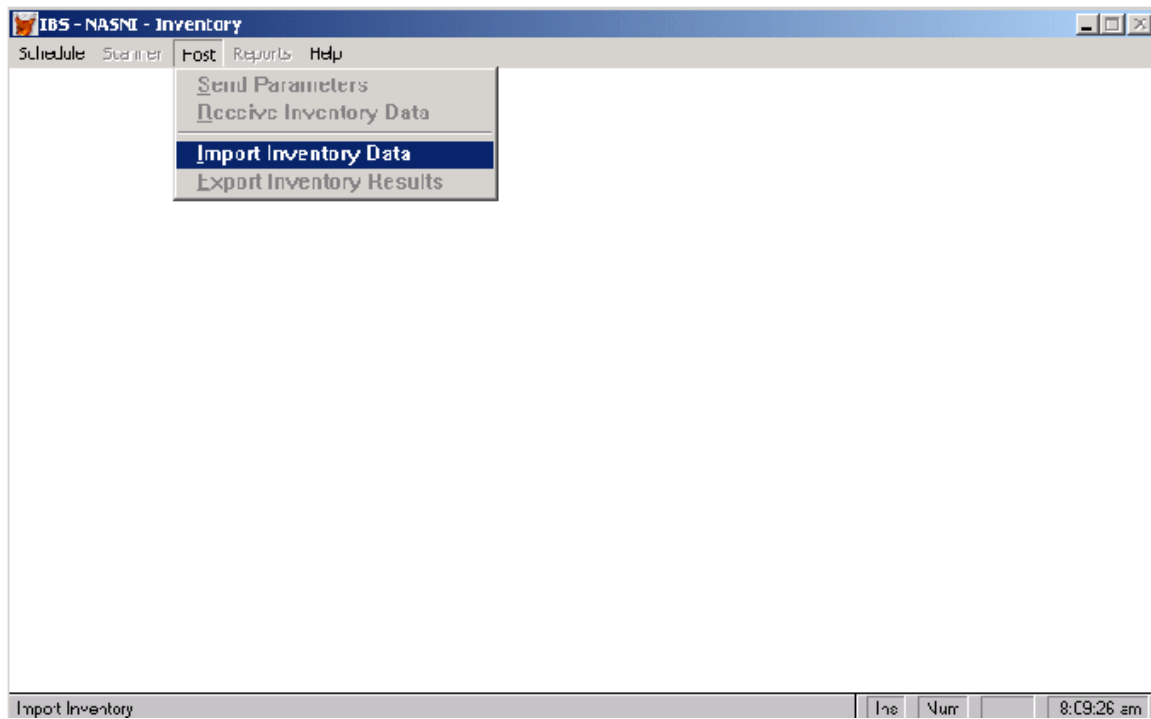


Figure D2

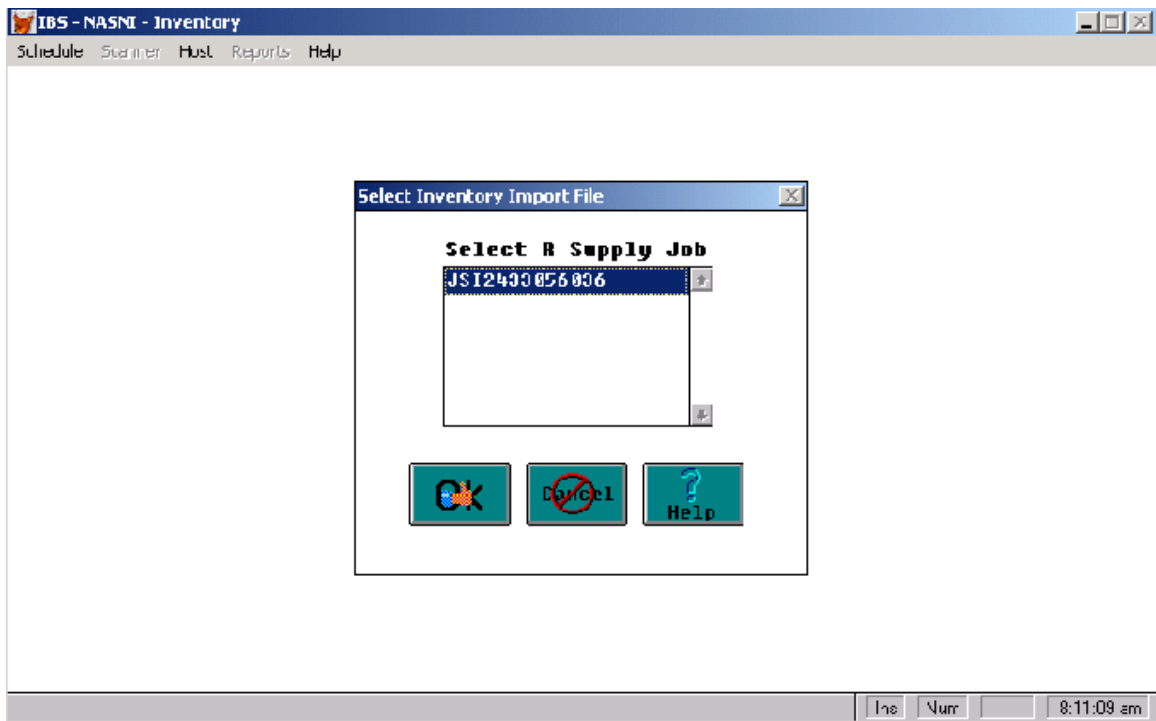


Figure D3

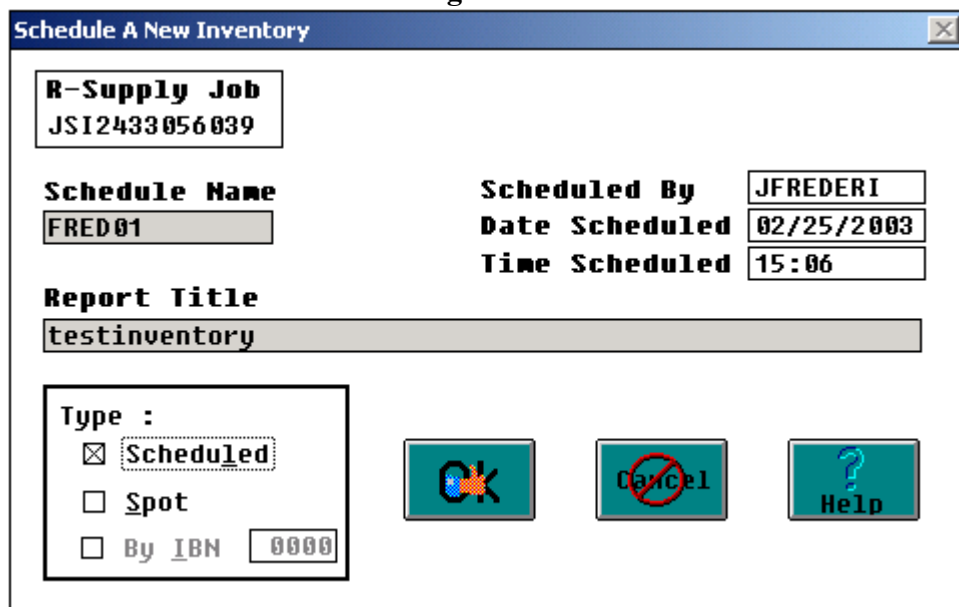


Figure D4

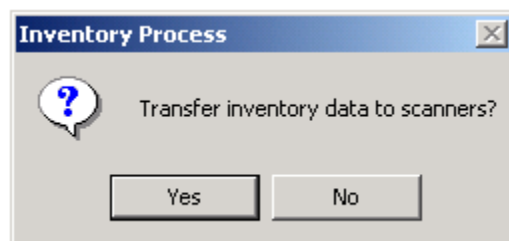


Figure D5

Transfer Inventory Data to Scanners

QCosa1  
Scanners  
In Use

Other  
Scanners  
In Use

Toggle View

Other Records Available To Send To Scanner
214

Other Records Awaiting Return From Scanner
0

Upload to Scanner Number
1

Number of Records To Upload to This Scanner
214

Records Selected
214

Starting Location
133J70

Ending Location
F12A30

Reset Scanner Data for Retransfer

Ok

Done

Help

Figure D6



Figure D7

**Step 5: Conduct the General Inventory using the SYMBOL Scanner**

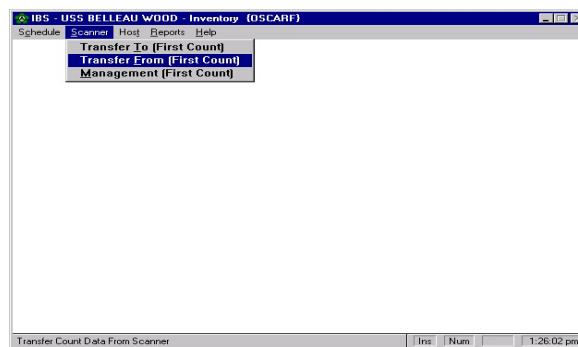
- a. Select Inventory>Conduct Inventory, enter the USER ID, which is usually the user's LAST and FIRST initial, plus the last four digit of the Social Security Number.
- b. Start Inventory and enter the required data to record. When you are done, press continue.
- c. When done, press exit to go to Inventory main menu

Note: Upon completion of the Inventory, transfer the data to the PC as soon as possible.

**Step 6: On the IBS Main Menu, Select Schedule > Select Inventory To Use> Select an Inventory > Select "In Process"; Then click "OK"**

**Step 6a: Transfer First Count data from Symbol Scanner to the IBS-NTCSS PC**

- a. Go to Inventory.
- b. Select Scanner>Transfer FROM (First Count) > Select Scanner Symbol and START. (FIGURE E)
- c. On the SYMBOL scanner main menu, select Inventory>Transfer to PC.
- d. Click on continue.
- e. When the transfer is completed a message "The data has been received from Scanner" is displayed. Click "OK"



**Figure E**

**Step 7: Print the Scanner download report on the IBS-NTCSS PC**

- a. Go to Inventory
- b. Select Scanner>Management (First Count).
- c. Highlight the Scanner number you are creating the report from. Note: (Scanner Management report screen will appear) (FIGURE F)
- d. Click on the REPORT and make your selection and PRINT. (FIGURE G, G1)

Note: To correct the Scanner download reports use the EDIT option

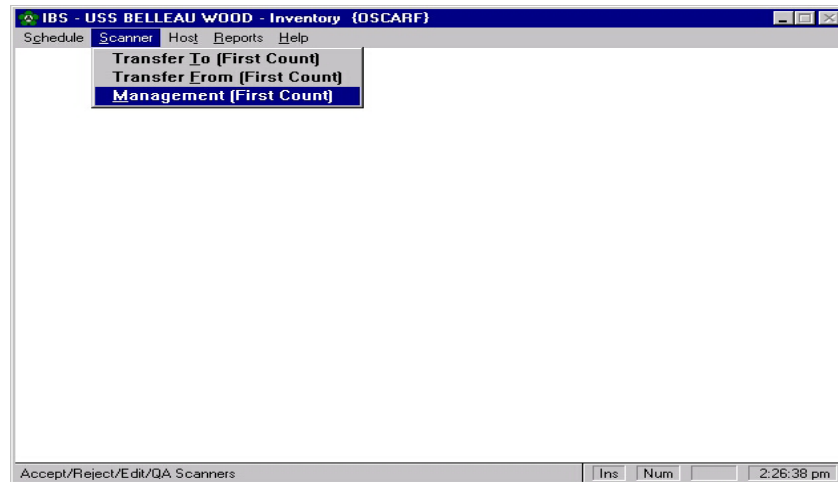


Figure F

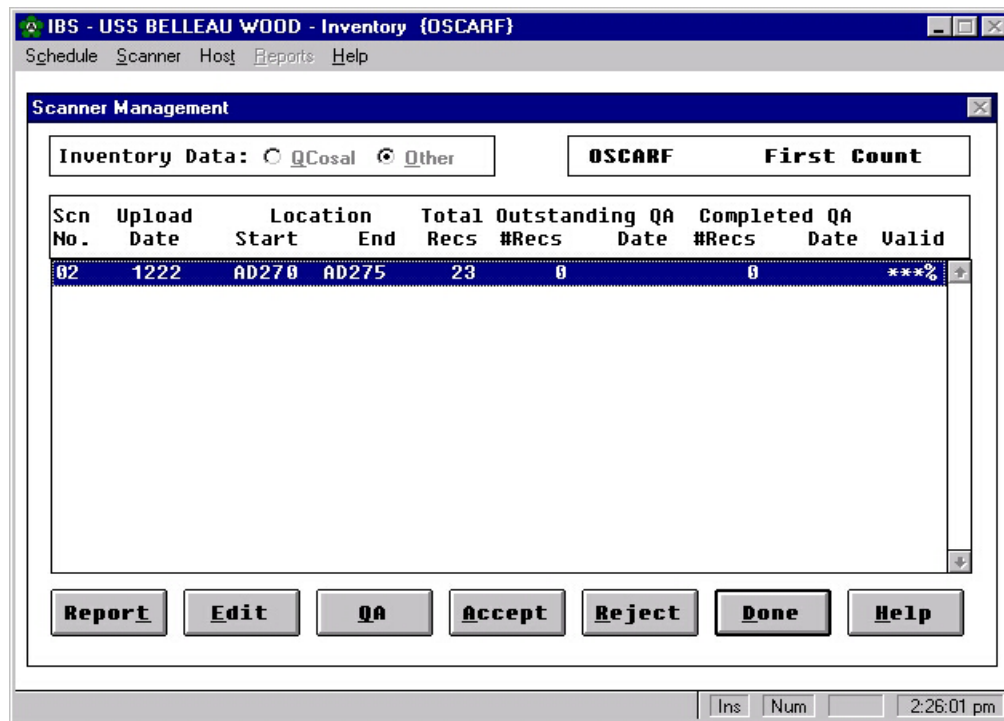


Figure G

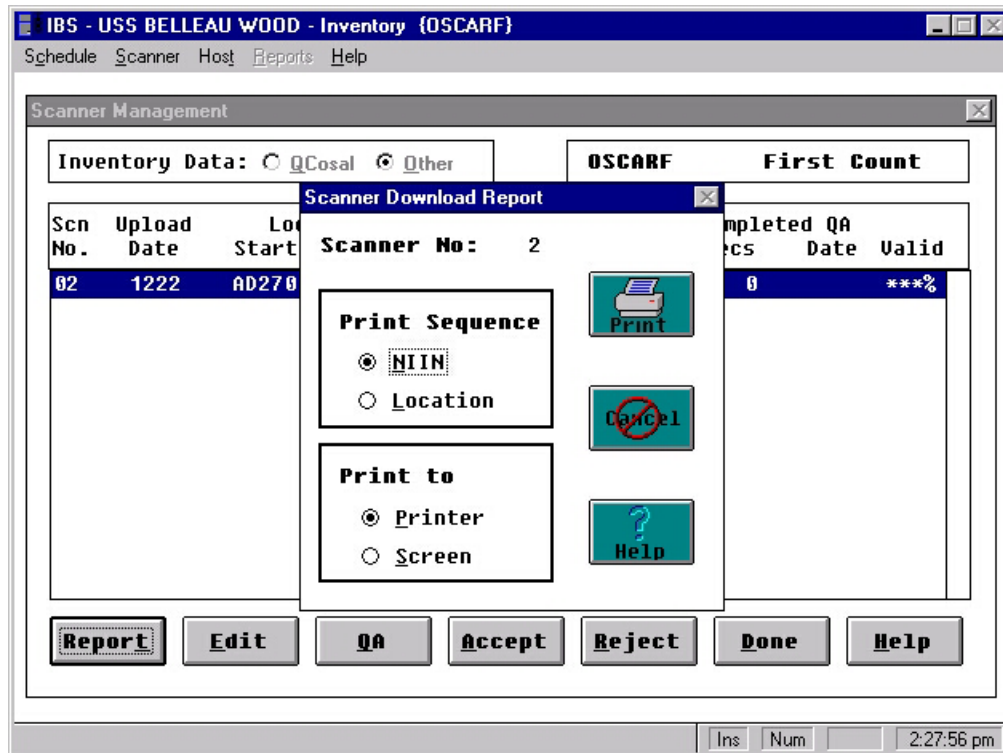


Figure G1

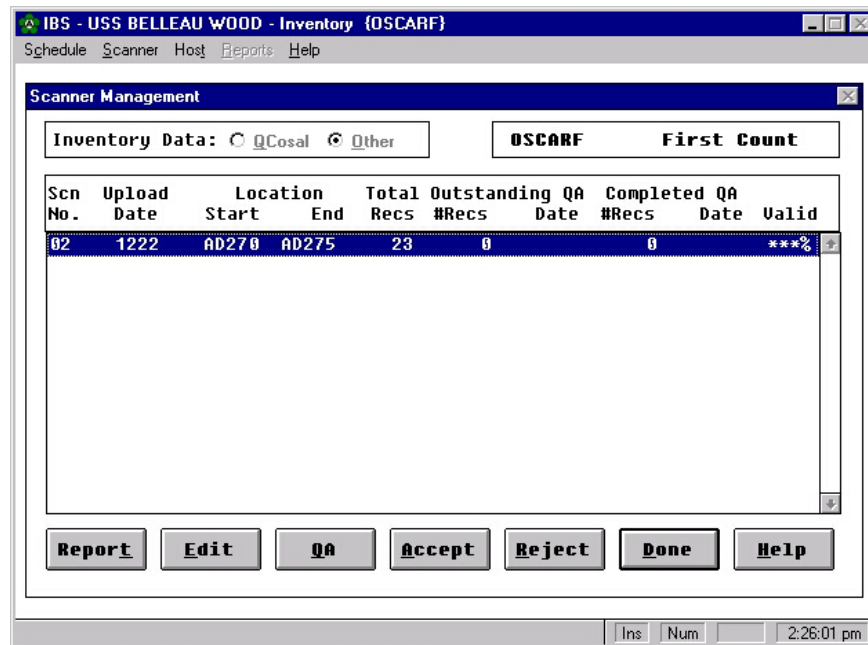
Step 8: Process ACCEPTED or REJECTED General Inventory Scanner Data on the IBS-NTCSS PC

- a. Go to Inventory.
- b. Select Scanner>Management (First Count) (FIGURE H)
- c. Highlight the Scanner number you are ACCEPTING or REJECTING. (FIGURE H1)
- d. Click on the ACCEPT or REJECT button.

Note: When the ACCEPT option is selected the data is no longer available for count and the REJECT button will reset all inventory counts to zero and you will have to do an **inventory recount**.



**Figure H**



**Figure H1**

Step 9: Print ACCEPTED inventory data report on the IBS-NTCSS

- Go to Inventory
- Click on Schedule button>Select an Inventory to USE (FIGURE I)
- Highlight the inventory and Click the OK button. (FIGURE I1)
- Select Reports and click on "ALL Reports" button. (FIGURE I2)
- PRINT and click on the DONE button when finished.

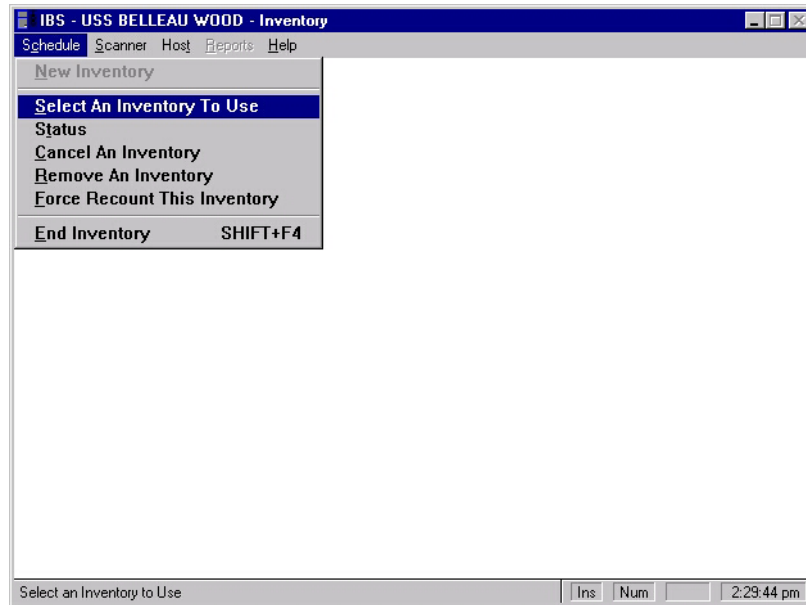


Figure I

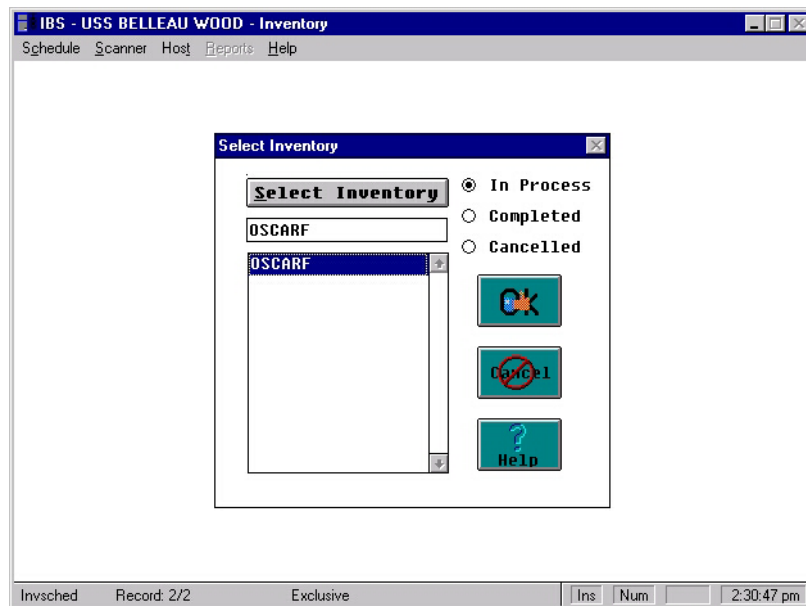
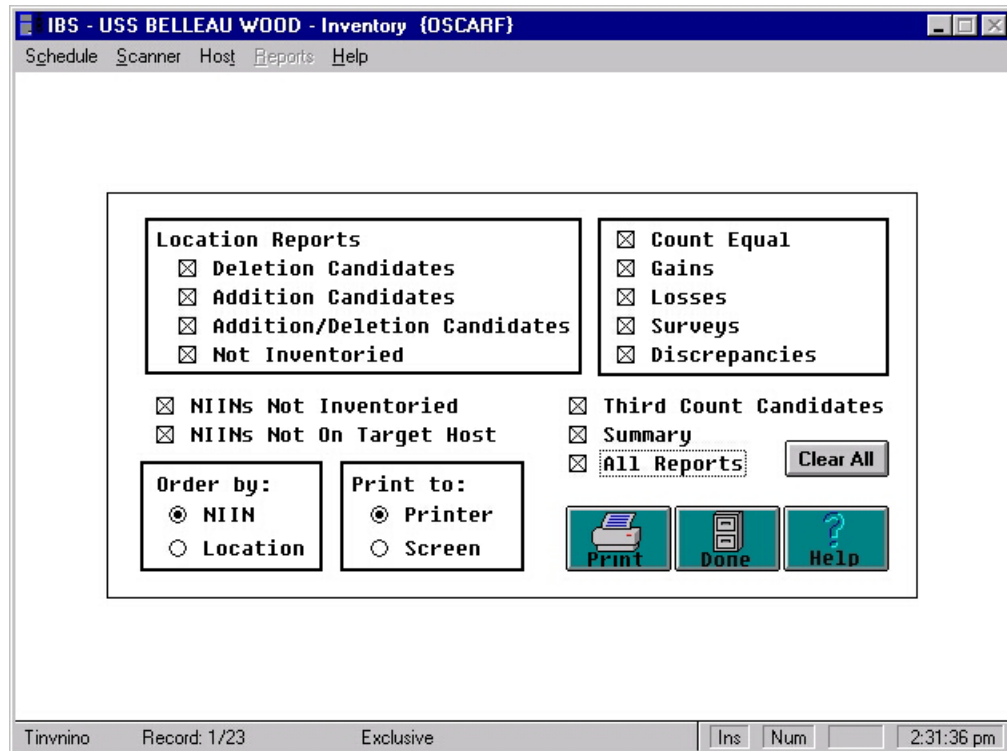


Figure I1





**Figure I2**

Step 10. If “FORCE” Recount option for general inventory is selected.

- a. Go to IBS-NTCSS PC.
- b. Select inventory
- c. Click on Schedule button>Force Recount this Inventory. (FIGURE J, J1)
- d. Transfer Force Recount Inventory to SYMBOL Scanner.

Note: Input EMV Value for recounts, if required (FIGURE J2)

- e. Conduct Recount Inventory.

**Note:** Transfer Recount Inventory from SYMBOL Scanner to IBS-PC

1. Select Inventory>Scanner>Transfer from (Recount)
2. Click on the OK button.
3. Go to IBS>Inventory>Scanner>Management Recount
4. PRINT Recount Inventory.
5. ACCEPT/REJECT Recount Inventory.
6. Once ACCEPTED, print Recount Inventory Report.

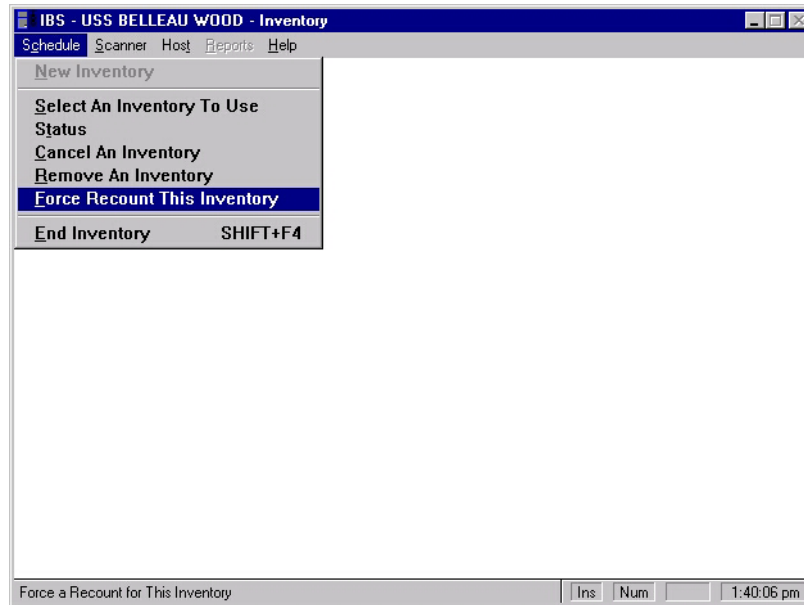


Figure J

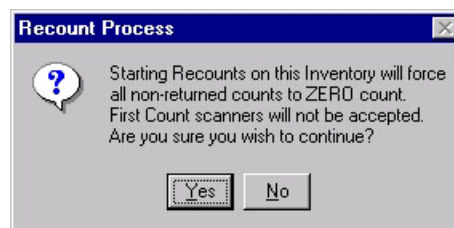


Figure J1

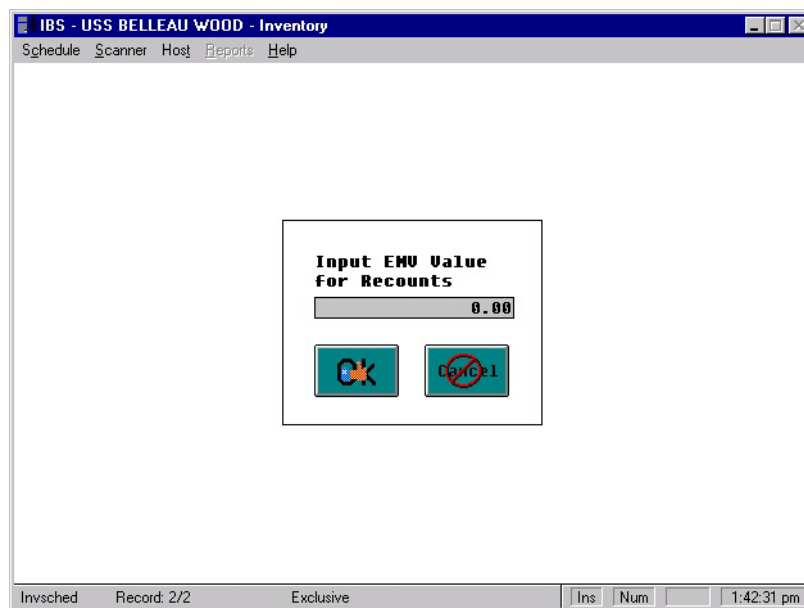
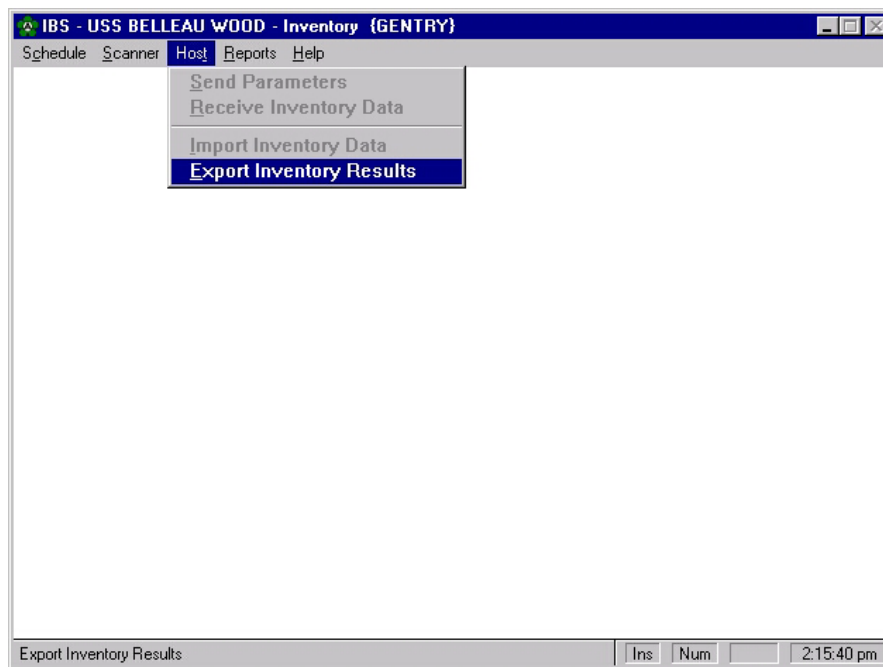


Figure J2

Step 11: Transfer Inventory Adjustment from IBS-NTCSS PC to the SERVER.

- a. Go to IBS-NTCSS PC.
- b. Select Inventory.
- c. Select HOST>EXPORT INVENTORY RESULTS (FIGURE K)  
Note: Upon completion of Step 11c, a file name called JSI235.cnt will be created and it will be on: C:\Program file\ntcss\suplcl\data\xfer\ibs\JSI235.cnt



**Figure K**

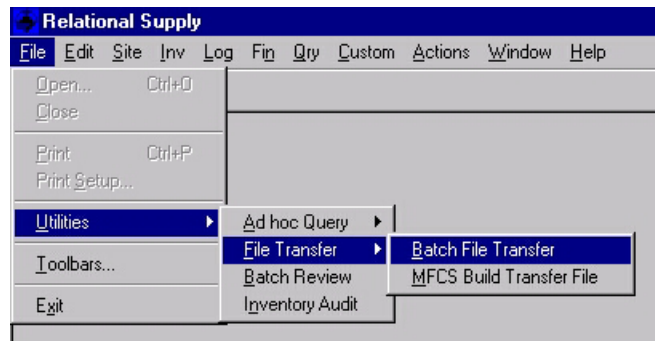
**IMPORTANT:**

IF EDITING OF THE FILE IS REQUIRED, THIS IS THE RIGHT TIME TO DO SO IT BEFORE APPLYING THE FILE TO R-SUPPLY. EDIT THE FILE USING THE NOTEPAD APPLICATION ONLY. THEN "SAVE" THE FILE. USE THE REPORT OF DISCREPANCIES FROM THE IBS TO SELECT THE NIIN YOU DESIRE TO EDIT. (FIND OUT YOUR FINANCIAL THRESHOLD, IE, AUTHORIZED TO PROCESS LBI OR GBI WITH A VALUE OF LESS THAN \$ 500.00?)

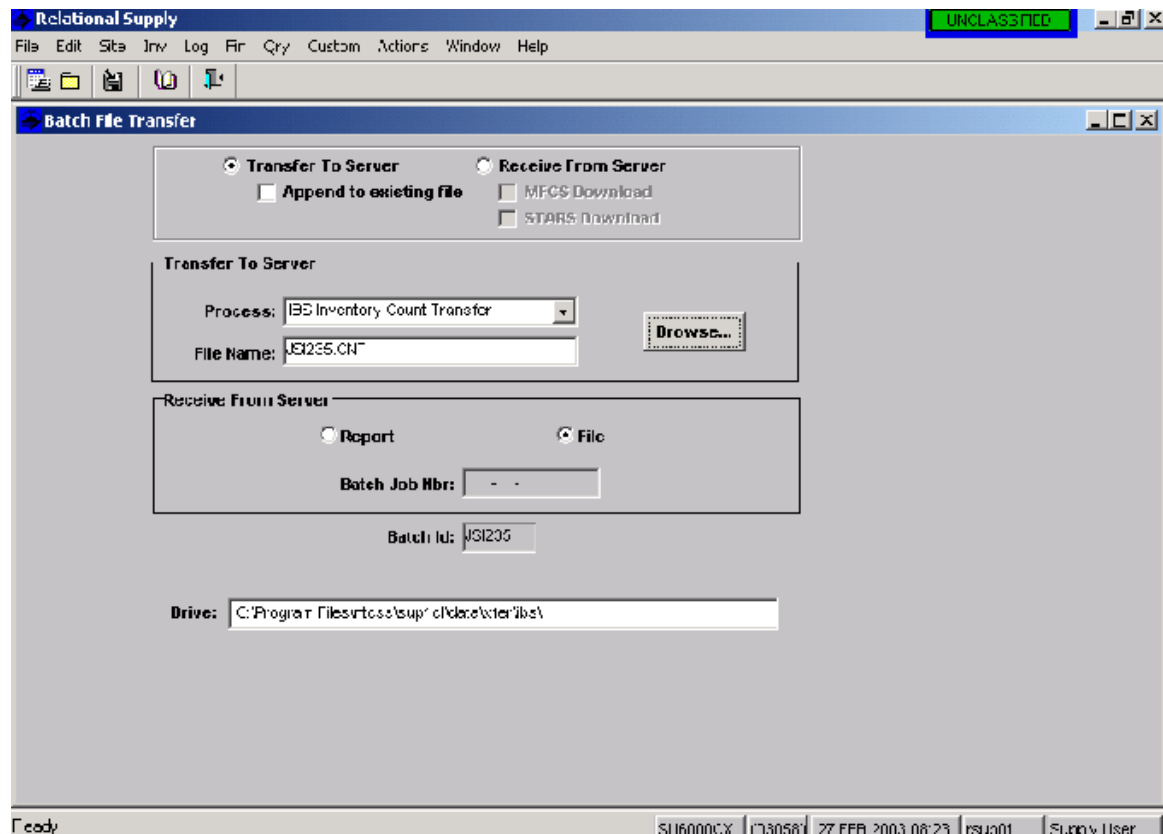
**WHEN DONE PROCEED TO THE NEXT STEPS**

- d. Go to R-Supply
- e. Select File>Utilities>File Transfer>Batch File Transfer (FIGURE L)
- f. Select TRANSFER FILE TO SERVER (FIGURE M)
- g. Click the down arrow on Process
- h. Select JSI235 – IBS Inventory Count Transfer.
- i. Click on BROWSE to assign the file name
- j. Select JSI235.cnt and click Open

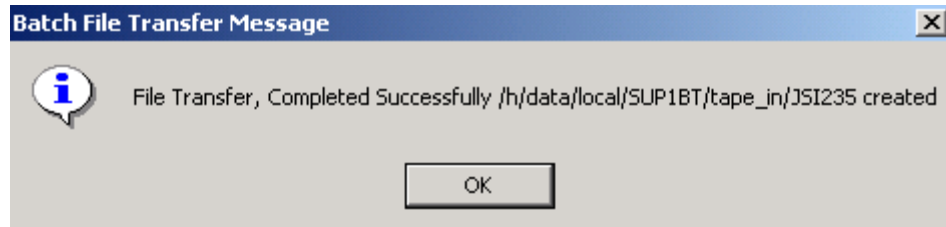
- k. Drive: default to “C:\Program Files\ntcss\sup1cl\data\xfer\ibs”
- l. Click on the APPLY button. A screen message will appear as follows;  
(File Transfer Completed Successfully/h/data/local/SUP1BT/tape-in/JSI235 created) (FIGURE N)
- m. Click on the OK button and close screen.



**Figure L**



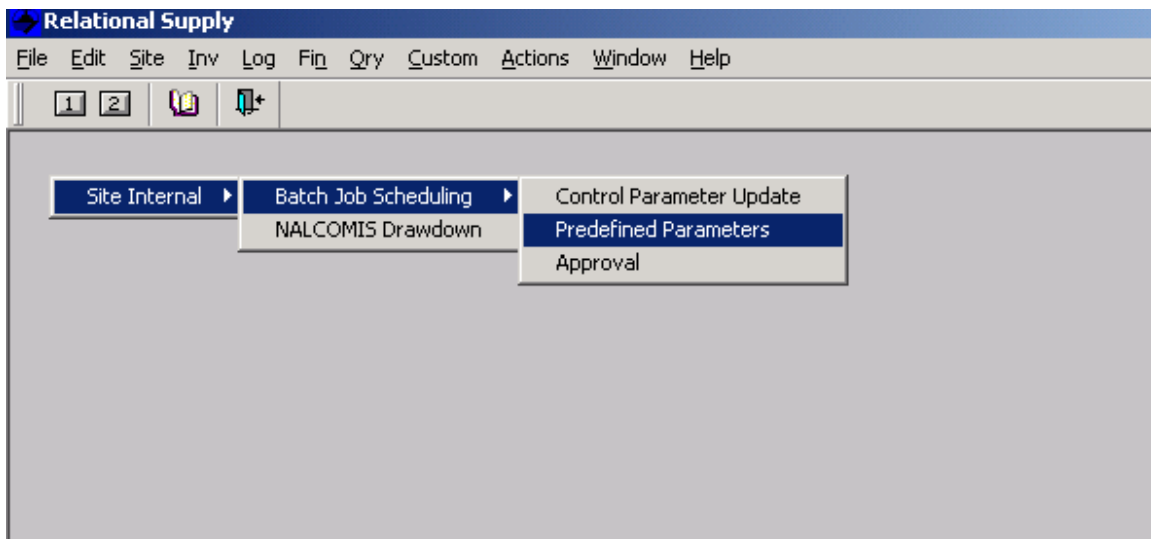
**Figure M**



**Figure N**

Step 12: Creating a Batch Job Request Number for file JSI235

- a. Go to R-Supply
- b. Select Site>Management>Site Internal>Batch Job Scheduling>Predefined Parameters (FIGURE O)
- c. Select JSI235-IBS Inventory Count Transfer (FIGURE O1)
- d. Click on the APPLY button, a Batch job request number will appear on the screen. (Ex. JSI235-1199-001) Write or print it for reference. (FIGURE O2)
- e. Click on the OK button.



**Figure O**

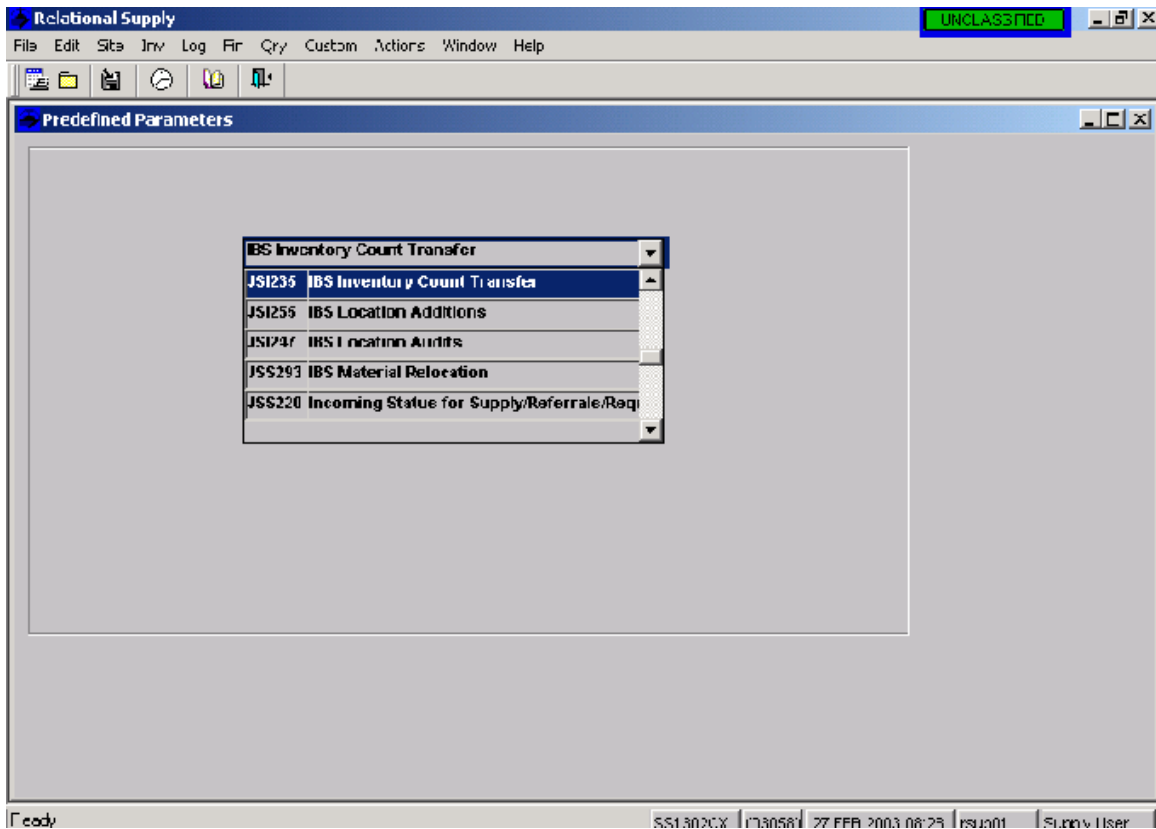


Figure O1

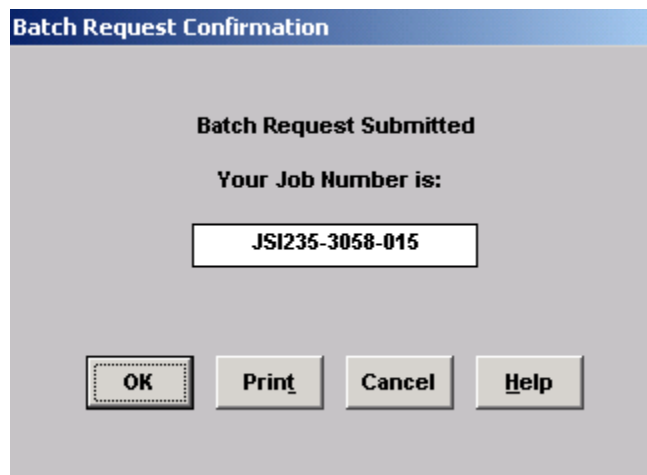


Figure O2

Step 13: Batch Job Request Number APPROVAL for file JSI235 (Only if automatic Approval is not set)

- Go to R-Supply.
- Select Site>Management>Site Internal>Batch Job Scheduling>Approval (FIGURE P)
- Type R on the exact Batch Job Request number

- d. Click on the APPLY button
- e. Click OK on the NTCSS PID SCREEN (FIGURE P1)

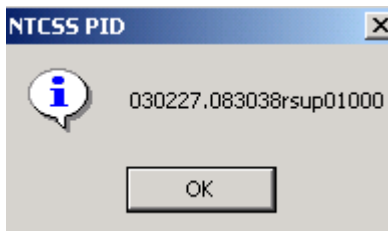
**Relational Supply**

File Edit Site Inv Log Fin Qry Custom Actions Window Help

**Approval**

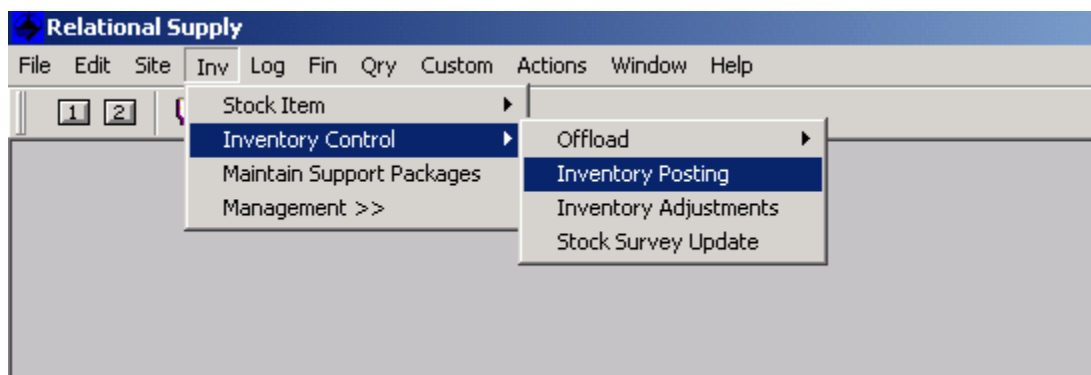
Status	Batch Job Nbr	Batch Id	Process Name	User Id	Date/Time Rqstd (ZULU)	Priority	Schd Ind	Copies
R	JSL2213056103	JSL221	Gains/Losses	rvicta	25 FEB 2003 10:48:45	2	<input type="checkbox"/>	1
R	JSL3143056451	JSL314	Issues Listing	rsup01	25 FEB 2003 13:23:55	3	<input type="checkbox"/>	5
R	JSL3193056993	JSL319	Release Reqs & Status	wjrobins	25 FEB 2003 13:42:46	3	<input type="checkbox"/>	1
R	JSL3253057026	JSL325	Suspense Listing	wjrobins	26 FEB 2003 08:20:55	3	<input type="checkbox"/>	2
R	JSL3143057452	JSL314	Issues Listing	wjrobins	26 FEB 2003 08:52:47	3	<input type="checkbox"/>	5
R	JSL2023057372	JSL202	Cancel Inventories	rsup01	26 FEB 2003 10:46:15	3	<input type="checkbox"/>	1
	JSL2353058015	JSL235	IBS Inventory Count Transfer	rsup01	27 FEB 2003 08:22:13	2	<input type="checkbox"/>	1

**Figure P**



**Figure P1**

Note: Now, work on your discrepancies to clear the flag. The need to do causative research or DLR inventory (check on your local procedures). (Figure Q)



**Figure Q**

### **Spot/Scheduled Inventory Reports**

Scanner Download Report  
Locations Not Inventoried Report  
NIINs Not Inventoried Report  
Location Delete Candidates Report  
Location Addition Candidates Report  
Addition/Deletion Candidates Report  
NIINs Not on Target Host Report  
Discrepancies Report  
Count Equal to Host On Hand Report  
Third Count Candidates Report  
Gain By Inventory Report  
Loss By Inventory Report  
Survey Report  
Summary Report  
QA Scanner Download Report  
QA Count Differences Report  
QA Scanner Process Summary Report

### **Different ways to clear the flag:**

- A. Cancel the Inventory
  - 1. Inventory>Management>Inventory Actions>Cancel Inventories
  - 2. Select Scheduled>IBS>Suppress Detail Listing>Batch Job Numbers
  - 3. Select Batch Job number (move to the right), or select NIIN's (up to 20 NIIN's)
  - 4. Press "OK"
  - 5. Ask the FAS to go to Site>Management>Site Internal>Batch Job Scheduling>Approval, and the appropriate Job
- B. Inventory Posting
  - 1. Go to Inventory>Inventory Control>Inventory Posting
  - 2. Type in the NIIN, press OIC
  - 3. Type in the Quantity to match the on hand quantity
  - 4. Above action will update the inventory, date, and clear the Flag. (No GAIN no LOSS).